

ANNEXATION STEPS
--1- (By Petition)

PETITIONERS CAN OBTAIN FORMS FROM THE COUNTY CLERK'S OFFICE, OR HAVE THE FORMS PREPARED BY AN ATTORNEY. THE PETITIONERS MUST PROVIDE A VIAP OR PLAT AND LEGAL DESCRIPTION OF THE PROPERTY. THE MAP MUST SHOW THAT THE PROPERTY TO BE ANNEXED IS CONTIGUOUS TO THE CITY AND ITS RELATIONSHIP TO THE PRESENT CITY LIMITS.

1. The Petitioner(s) must sign the Petition for Annexation. (If the petitioner appoints an agent to handle everything, then the agent must also sign the Petition)
2. The Petitioner(s) (or agent) must file the Petition for Annexation including map and legal description, with the Office of the County Clerk. Filing Fee is \$30.00. The County Clerk's Office will file the original and place it of record in County Court. The County Clerk's Office will also make a file-marked copy and distribute it to the County Judge.
3. The Petitioner(s) (or agent) must take the Order for Hearing to the County Judge's Office to receive a hearing date. (Note: The hearing date must be more than thirty days from the date the petition was filed and published)
4. The Petitioner(s) (or agent) must complete the Notice of Hearing and have it published in the newspaper once per week for three consecutive weeks. The Affidavit of Publication must be filed in the County Clerk's Office prior to the hearing.
5. On the date set for hearing, the Petitioner(s) (or agent) shall appear before the County Judge with the Decree of Annexation completed. If the County Judge accepts the annexation, then the Decree of Annexation will be signed.
6. Once the Judge has signed the Decree of Annexation, the Petitioner shall then deliver the Decree to the County Clerk's Office for filing.
7. The County Clerk's Office will then send one Certified Copy of the Decree of Annexation to the annexing city. After 30 days have passed and no appeal has been filed, the City Council can then pass the Ordinance annexing the property into the city and assign the property to its prospective city ward(s). The City Clerk will deliver a Certified Copy of the Ordinance to the County Clerk.
8. The County Clerk submits Certified Copies of the Ordinance, the Decree of Annexation, Map and Legal Description to the Secretary of State, Tax Division of the Arkansas Public Service Commission, Benton County Assessor and Northwest Arkansas Regional Planning.

